

October 29, 2014

The Board of Commissioners held its Regular Meeting on Wednesday, October 29, 2014 in the Forand Manor Conference Room – at 5:15pm for the following reasons:

1. Meeting Called to Order

2. Roll Call

3. Resident/Community Concerns or Comments

4. Approval of Minutes of Previous Meeting of September 17, 2014

5. Central Falls Affordable Housing-Discussion to transfer/lease property update

- **6 school street land owned by Authority**

6. Executive Summary

- **Grant Funding Update**

- **Pest Control**

- **SEMAP – Audit Review by HUD**

- **Modernization and Funding Obligation Updates – CFP**

- **Upcoming Conferences - NAHRO/NERC/PHADA**

7. Consent Agenda – Department Reports

- **Financial Management**

- **Housing Management**

- **Leased Housing**

8. Resolution – Public Housing Write Off's Review and Possible Approval

9. Staff Education – Leadership Rhode Island, Retreat

10. Partnerships

- **Promise Zone**
- **Health Equity Zone**

11. Bid Award Review and Possible Approval

- **Elevator Services**
- **Audit Services**

12. Executive Session: A portion of this meeting may be held in Executive Session pursuant to 42-46-5 (a)(1) and 42-46-5(a)(2) of the General Laws of the state of Rhode Island to discuss the following:

Potential litigation

Personnel Concerns

13. Adjournment

Meeting Called to Order

The meeting was called to order at 5:28pm by Chairperson Flynn.

Upon a Roll Call, those “Present” and “Absent” were as follows:

Present

Absent

Cornelius Flynn, Chairperson Paul Charette, Vice Chairman

Lucia DeGamma, Therriault, Commissioner

Gladys Burns, Commissioner

Jackeline Parra, Commissioner

Others in attendance

Attorney Raymond Marcaccio

Tina Sullivan, Executive Director

Paula Llera-Delgado, Executive Administrative Assistant

Public Comment or Concern: None at this time.

Approval of Minutes:

Chairman Flynn asked if there were any questions or concerns regarding the regular meeting minutes of the previous meeting September 17th 2014. Attorney Marcaccio mentioned that there was a mistake in the attendance in the minutes. He was present, and that

Commissioner DaGamma was absent, and that the appropriate change is made. There being no questions or concerns, a motion were made by Commissioner Parra to approve 9/17/2014 minutes, the motion was seconded by commissioner DaGamma and carried by all present.

Central Falls Affordable Housing: 6 School Street Central Falls RI

Executive Director Sullivan explained that not too much has changed since the last meeting, and that she is still waiting for additional information from Barbara Sokoloff, and should have information for next month's meeting, also a request for a resolution to complete the Declaration of Trust will be on the agenda. As stated in the last meeting when the property was purchased years ago the trust was never set up, and proper documentation was not recorded.

Executive Summary

Executive Director Sullivan provided the BOC with a monthly update of Grant Funding, Pest Control, SEMAP Modernization & Funding, and all the upcoming conference.

Executive Director Sullivan explained that the maintenance has been working diligently to prepare the building's interior and exterior for the REAC Inspection late December.

PH unit turn over on an average is 14.2 days for both buildings. No new pest control problems right now, effected units are still being treated they are minor concerns.

Kitchen upgrade project to begin the week of November 17th - Forand Annex side only.

Executive Director Sullivan explains that Section 8 is still working on inputting the applications for the waiting list as well as conducting informal hearings with the applicants that submitted incomplete applications. The new employee in the department has adapted very well to her position, and works well with the department.

The Authority is in the process of completing the DEA Grant for submission. The deadline is November 13th, 2014. The housing is in request of 4 more laptop for Wilfrid Manor from Cox and United. The housing should have the results by the end of November.

The Executive Director provided the BOC with copies of the Low Loss Ratio Award and Outstanding Risk Control Award both that was given to CFHA from Housing Authority Insurance Company for the year 2014.

Chairman Flynn asked if there were any comments or concerns regarding the Executive Summary. There being no questions or concerns Chairman Flynn asked for a motion to approve. Commissioner DaGamma made a motion to accept the consent agenda, seconded by Commissioner Burns and passed by all.

Consent Agenda

Executive Director Sullivan provided updated department reports which consisted of Financial Management, Housing Management, and Leased Housing. Executive Director Sullivan stated that all departments are running smoothly.

Executive Director Sullivan explained that the Fee Accountant has finalized the budget as discussed prior in the meeting. Executive Director Sullivan also explains as of YTD all expenditures are on target with the last year's budget, and states there are no concerns at this time.

Executive Director explained that three residents are in receipt of a 5 day demand notice of their rent, the demand notice to pay the outstanding amount is due 10/30. Public housing is still working on resolving all the extra charges due.

The program that started at the city hall every 3rd Thursday of the month is going well.

Chairman Flynn asked if there were any questions, comments or concerns regarding the Consent Agenda. There being no questions

or concerns Chairman Flynn asked for a motion to approve, Commissioner Parra made a motion to accept and approve the consent agenda, seconded by Commissioner Burns and passed by all.

Resolution – Public Housing Write-Off's for Review and Approval:

Resolution NO# 1040 Public Housing Write Off in the amount of \$1,525.00

The following Resolution was introduced by Tina Sullivan, Executive Director, and read in full and considered.

After much discussion regarding the Public Housing Write – Off with the dollar amount of \$1,525.00 (one thousand five hundred and twenty five dollars, and zero cents), Commissioner Burns, moved that the foregoing Resolution be adopted and introduced, which was seconded by Commissioner DaGamma.

Upon roll call the "Ayes" and "Nays" were as follows:

Ayes Nays

Cornelius Flynn, Chairman

Lucia DaGamma-Therriault, Commissioner

Jackeline Parra, Commissioner

Gladys Burns, Commissioner

The CHAIRMAN thereupon declared said motion carried and said

resolution adopted.

Staff Education – Leadership Rhode Island

Staff Retreat

Executive Director Sullivan expressed her gratitude to the BOC for allowing her to attend the 2014 LRI Kappa II Class, and become one of the graduates of the 2014 program.

Executive Director Sullivan would like to send all the staff members to the Alton Jones retreat in December. This retreat is to maintain positive moral for the employees as well as the CFHA receiving feedback from their employees.

Chairman Flynn asked if there were any questions, comments or concerns regarding a retreat in 2014 for all the CFHA employees. There being no questions or concerns Chairman Flynn asked for a motion to approve the retreat for all the employees in Dec. 2014, Commissioner Parra made a motion to accept and approve the consent agenda, seconded by Commissioner Da Gamma-Therriault and passed by all.

Partnerships

Promise Zone

Executive Director Sullivan explained that President Obama announced a grant called the Promise Zone that he would designate 20 Promise Zones nationwide, and in the US there will only be 4. Senator Reed's office forwarded a copy of the application to the HA and recommended the Authority apply. The Executive Director felt it would be in the best of the Authority to partner with the City and have the City be the lead agency. The Executive Director met with the city officials, and is moving forward with the application process. This grant is due at the end of November.

Health Equity Zone

Executive Director Sullivan spoke about all her networking with and through LRI. The Health Equity Zone stood out to her; it is through the Dept. of Health and is a new program that is available. Executive Director Sullivan spoke intensively about the program and its goals. The Director is researching more information on the partnership, as well as attending an informational workshop and will provide the BOC with information at the next meeting.

Bid Award Review and Possible Approval:

Elevator Services

BIDDER COST OF PROJECT

Eagle Elevator \$2075.00 Monthly

Executive Director, Sullivan provided information to the BOC, which was reviewed by the bid review committee, which consisted of Tina-Marie Sullivan, Executive Director; William Aunchman, Maintenance Supervisor; Bridgett Duquette, Finance Manager. The committee recommends the sole bidder Eagle Elevator of a 3 year contract, based on past experience with CFHA.

The Chairperson asked if there were any questions concerning the bid review. There being no questions a motion was made by Commissioner DeGamma – Therriault, seconded by Commissioner Burns and passed by all present.

Audit Services

BIDDER COST OF PROJECT

Hurley, O'Neill & Company, P.C. \$8700.00 (2014/2015) and \$8874.00 (2016)

Rector, Reeder and Lofton Letter with Decline to Bid

Executive Director, Sullivan provided information to the BOC, which was reviewed by the bid review committee, which consisted of Tina Sullivan, Executive Director, and Bridgett Duquette, Finance Manager. The committee recommends Hurley, O'Neill & Company, P.C. as the sole responsible bidder, of the 3 year contract and their past experience with the Authority.

The Chairperson asked if there were any questions concerning the bid review. There being no questions a motion was made by Commissioner Burns, seconded by Commissioner Parra and passed by all present.

Executive Session – Potential Litigation- Personnel Concerns

The Board voted to convene in Executive Session pursuant to R.I. General Laws 42-46-5 (a) (5) to discuss potential litigation.

- Open Call to go into Executive Session**
 - o Motion made by: Commissioner DaGamma**
 - o Second by: Commissioner Burns**
 - o Passed by all present**
- Time in: 6:15 pm**

The Board voted to come out of Executive Session and that the meeting minutes and recording be closed in sealed in accordance with RI General Law Section 42-46-4:

- Motion to come out of Executive Session**
 - o Motion made by: Commissioner Parra**
 - o Second `by: Commissioner, DaGamma**

- o **Passed by all present**

- **Time out: 6:30 pm**

- **Time entered into Regular Session: 6:30 pm**

- o **Motion made by: Commissioner, Burns**

- o **Second by: Commissioner DaGamma**

- o **Passed by all present**

Chairman Flynn asked if there were any further business to discuss, there being no further business, questions or concerns to come before the board, a motion was made by Commissioner, Burns and seconded by Commissioner DaGamma, to adjourn the meeting at 6:31 pm. The motion was carried by all.